

NIC Graphic Design Program

InDesign list of competencies- Sept. 2010 philippe_valle@nic.edu

1. Demonstrate good knowledge of desktop publishing software (InDesign is the current standard).
2. Demonstrate a basic knowledge of image manipulation software (Photoshop is the current standard) as it is commonly used in combination with InDesign.
3. Demonstrate good knowledge of desktop publishing terminology (vocabulary).
4. Demonstrate knowledge of basic page layout, formats, grids.
 - a. Be able to format document page sizes, margins, columns, pages and books: blank pages, island spreads, master pages, page numbers, table of contents, flowing text, text breaks, setting and import options
 - b. Be able to setup master pages and templates using numbering and sections.
 - c. Be able to add sections to change page numbering
 - d. Be able to adjust pasteboard size and bleed area
 - e. Be able to output- setup controls, marks and bleeds, print styles, tiling, preflight and packaging
 - j. Be able to export - file options, creating PDF files, PDF styles, exporting text.
5. Be able to manipulate and format text to fit within a given page depth and line length using kerning, line space, paragraph spacing, baseline grid.
6. Be able to develop and apply paragraph, character, object, and nested styles.
 - a. Creating 'Object' Styles-creating and saving 'Object Styles.
7. Be able to format and apply tabs, indents, drop caps and other similar text formatting.
8. Have sufficient knowledge in the text editing functions of the page layout software programs.
 - a. Be able to use spell check, find and replace, and other relevant editing functions within the program.
 - b. Creating text frames, typeface, point size, line, character spacing, alignment, indents, hanging indents, kerning, tracking, leading, text wrap.
9. Have a good understanding of layers and how they work, both in the page layout software and in the photo manipulation software. Creating, duplicating and deleting layers, layer options.
10. Have a basic understanding of marking up copy and measuring type sizes (in points) and leading or line spacing (in points)
11. Have good knowledge of image formats and proper use in selecting these formats, i.e. tiff, eps, bitmap.
12. Be able to import text, illustrations, graphics and photographs into a page layout.
 - a. creating text frames, typeface, point size, line, character spacing, alignment, indents, hanging indents, kerning, tracking, leading.
 - b. Text Effects - wrapping text, text on a path, paragraph rules.
 - c. creating "paragraph" and "character" styles.
13. Be able to manipulate images in the page layout software, i.e., reducing and enlarging artwork to properly fit within a given area, rotating, adding effects such as stroke and fill.
14. Have working knowledge of CMYK and RGB color modes.
 - a. How to convert files between color modes.
 - b. Demonstrate a good understanding and use of process vs. spot colors.
 - c. Creating Pantone (spot) and CMYK (process) colors, appending, swatches, gradients, tints, defining, storing, swatch libraries
15. Demonstrate the use of a reduction wheel and understanding of proportional sizing of artwork.
16. Work with the tools, documents windows, the pasteboard, and the palettes:
 - a. Align, attributes, character, color, glyphs, gradient, hyperlinks, index, layers, library.
 - b. Links, navigator, pages, paragraph and character styles, story, stroke, swatches, table
 - c. Tabs, transform, transparency and trap styles palettes
17. Manage palettes and save the workspace

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18. Change the magnification of the document
19. Use context menus and online help
20. Be able to use Adobe online services
21. Create edit and apply master pages
22. Override master-page items on document pages
23. Set document defaults
24. Use the Selections, and direct selection tool to modify frames and their contents
25. Resize and reshape text and graphic frames
26. Distinguish between bounding boxes and frames
27. Crop a graphic
28. Scale an image contained in a graphic frame
29. Move a graphic within its frame
30. Convert a graphics frame to a text frame
30. Wrap text around an object
 - Styling Objects - fills, strokes, corner effects, transparency, drop shadows, feathering, using the eyedropper.
31. Create and rotate a polygon frame
32. Align graphic objects to each other
33. Center and scale an object within a frame
34. Enter text into text frames
35. Flow text manually and automatically
36. Load styles from another document and apply them
37. Thread text
38. Use semi-auto flow to place text frames
39. Find and change text formatting
40. Find and change a missing font
41. Spell check a document
42. Document Setup - layout options, grids, zoom and hand tools, controlling windows and saving documents.
43. Working with Objects - types of frames, basic shapes, selecting, altering, aligning, step and repeat, transforming, grouping and locking objects.
44. Exporting - file options, creating PDF files, PDF styles, exporting text.
45. Pen and Beziers - pen points, drawing lines, curves, modifying paths and points, pencil, smooth and erase tools
46. Libraries - storing, searching and sorting library items.
47. Tabs and Tables - tab characters, tab stops, leaders, creating tables, table options, cell options, strokes and fills.
48. Keyboard Shortcuts - Macintosh
49. Menu Items and Preferences overview.
50. Correct Brochure Document Setup.
51. Creating 'Template' files. creating and saving a brochure 'Template'
52. Working with a document 'Bleed'- what is bleed and how to create a document 'bleed'
53. Understand printing requirements such as color separation, trapping, necessary files to send, and font considerations, bleeds, preflight, packaging, and the PDF workflow.
54. Demonstrate an understanding of the theory of page layout concepts (single-sided vs. facing pages) and the importance of grid structures.
55. Demonstrate an understanding of the application software by performing hands-on tests to design flyers/brochures and multi-page bulletins/newsletters.